

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
SENIOR CORRECTIONAL OFFICER

DEFINITION

Performs advanced level security work in a leadwork or specialist capacity in an adult correctional institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a supervisor by performing such duties as instructing employees, answering questions, distributing/balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Travels to all correctional facilities and uses a trained dog to both conduct searches of inmates, living quarters, incoming and outgoing vehicles and incoming supplies for the presence of illegal drugs and to break up inmate disturbances.

Patrols facilities and makes security checks; inspects all areas of the institution (e.g., perimeter towers, control centers, cell areas, rooms, halls, dormitories, recreation/work areas and grounds) for safety/security deficiencies; searches individuals, vehicles, packages, mail, equipment, clothing and inmate quarters for contraband items.

Escorts inmates, visitors and staff inside/outside of the institution and verifies possession of appropriate passes or legal documents; verifies inmate population in an assigned area at regular/irregular intervals and participate in inmate counts.

Observes inmate behavior/interaction with staff and visitors; subdues disruptive inmate behavior and isolates problem inmates; provide information, prepares reports (e.g., disciplinary, incident, accident, inmate progress, activity log, safety, sanitation and security) and recommends corrective action.

Supervises inmate work assignments and evaluates work performance.

Enforces federal/state law, Department of Corrections/institutional policies, court orders and inmate security rules/regulations; determines the severity of violations and issues verbal/written warnings, orders or reprimands.

Operates electronic doors, telephone systems, two-way radios, intercom, alarm systems, closed circuit TV systems, computer terminals and uses weapons/inmate control devices.

Attends training classes and seminars.

COMPETENCIES REQUIRED

Ability to plan, schedule and assign correctional security work to assure completion specified time frames.

Ability to work with canines and establish and maintain an in-home kennel facility if a member of the Canine (K-9) Unit.

Ability to accurately observe and report pertinent details in a variety of situations involving inmates, staff or visitors.

Ability to interact with inmates and to identify deviations from acceptable behavior.

Ability to accurately evaluate information/situations and apply good judgement in dealing with people.

Ability to recognize emergency/dangerous situations and respond appropriately.

Ability to coordinate eyes and hands as required to operate institution equipment, which may include weapons.

Ability to physically respond to emergencies quickly and restrain inmates as required.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

Visual acuity sufficient to perform inspections, identify individuals at a reasonable distance and observe details of incidents.

Auditory acuity sufficient to hear conversations and distinguish between normal/abnormal sounds in an institutional setting.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school, or G.E.D. and experience equal to one-year of full-time work as a correctional officer;

OR

experience equal to two-years' full-time work experience as a law enforcement officer;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full-time work as a Corrections Food Service Coordinator or State Industries Technician or in a position whose duties include leading/directing inmates and security work (e.g., conducting shakedowns, escorting inmates, quelling disturbances, etc.) shall be considered as qualifying.

NECESSARY SPECIAL REQUIREMENTS

Designated positions assigned to the Canine (K-9) Unit require the employee to establish and maintain an in-home kennel facility and provide care for the dog as needed 24 hours a day, 7 days a week, year around as determined by the Department of Corrections.

NOTE:

Employees assigned to the Canine (K-9) Unit work irregular days and hours and travel to all prisons and community based corrections facilities.

Effective Date: 05/12 BR